




## State of North Carolina Office of Information Technology Services

Beverly Eaves Perdue, Governor

George Bakolia, State Chief Information Officer

### Memorandum

**To:** Agency CIOs  
**From:** George Bakolia   
**Subject:** Agency Business Continuity Plans (BCP)  
**Date:** May 12, 2009

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Pursuant to G.S. §147-33.89, my office is required to review the information technology aspects of your agency's business continuity plan. In addition to examining the statutory requirements, we will evaluate each plan against key information technology standards and best practices.

The Application Portfolio Management (APM) Tool, which currently identifies our critical applications, will continue to serve as a central repository for our critical applications and key processes supported by those applications. The APM data is also being utilized for the Governor's IT Scorecard.

Prior deadlines for plan submissions have traditionally been June 30<sup>th</sup>, the end of the fiscal year. With the rollout of LDRPS 10 this year, agencies that need additional time to complete their plan may submit it as late as August 31<sup>st</sup> to my office.

My staff will review the plans and provide an evaluation report for your review and comment. Janice Hunter and Debora Antley in the Enterprise Security and Risk Management Office (ESRMO) are available to assist you with BCP questions and will be leading this review. Janice can be reached at 919-754-6232 and Debora at 919-754-6231. You may e-mail them at [bcm@lists.ncmail.net](mailto:bcm@lists.ncmail.net).

My office treats business continuity plans as Public Security Plans, which are exempt from the State Public Records Act, pursuant to G.S. §132-1.7. Accordingly, the plans are discussed within ITS only on a need-to-know basis in furtherance of ITS's mission and objectives.

Please feel free to contact me if you have any questions.

Attachment: BCP Submission Template

cc: Ann Garrett, State Chief Information Security Officer  
Sharon Hayes, Deputy State Chief Information Officer (ITS)  
Bill Willis, Deputy State Chief Information Officer